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AIR TRAFFIC TRAINING



June 1, 1986

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

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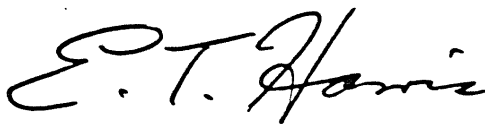
AIR TRAFFIC TRAINING

3120.4G

FOREWORD

The Federal Aviation Act of 1958 empowers the Administrator to provide the necessary facilities and personnel for the regulation and the protection of air traffic and for the training of employees to perform this function. This handbook contains

criteria for planning, conducting, and administering the training of Air Traffic personnel who operate the air traffic system based on the requirements necessary to maintain a proficient Air Traffic staff.



Edward T. Harris
Director, Air Traffic Plans and
Requirements Service

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Chapter 1. GENERAL

Section 1. INTRODUCTION

1. PURPOSE

This order conveys instructions, standards, and guidance for Air Traffic managers in the administration of Air Traffic training.

2. DISTRIBUTION

This order is distributed to selected offices in the Federal Aviation Administration (FAA) Headquarters, Regional Headquarters, FAA Technical Center, the Mike Monroney Aeronautical Center, all Air Traffic Field Offices, the FAA Academy, all International Aviation Field Offices, and interested members of the aviation public.

3. CANCELLATION

Air Traffic Training Handbook, FAA Order 3120.4F, and GENOT's 4/183, 3/95, 3/4, 2/92, and 2/77 are canceled. In addition, all waivers previously granted for deviation from Order 3120.4F are canceled upon the effective date of this order.

4. EXPLANATION OF CHANGES

This handbook has been extensively revised and reorganized based on field input to improve its utility. There are also several major policy changes as well as numerous editorial changes (EC). Because of this, each paragraph is listed and briefly discussed below.

- a. 1. PURPOSE — Adds instructions for dealing with conflict with other directives.
- b. 2. DISTRIBUTION — EC.
- c. 3. CANCELLATION — EC.
- d. 4. EXPLANATION OF CHANGES — Rewritten.
- e. 5. EFFECTIVE DATE — Date changed to 6/1/86.
- f. 6. AUTHORITY — Changed from "criteria" (rescinded). Rewritten to describe role of the Secretary of Transportation.
- g. 7. RESPONSIBILITY AND DELEGATION OF AUTHORITY — Describes National Air Traffic responsibility and authority in training.

h. 8. DEFINITIONS AND WORD USAGE —

(1) Consolidates definitions from other paragraphs.

(2) Adds definitions for Computer-Based Instruction, Operational Position Standards, Training Administrator, Air Traffic, Instructional Program Guide, and Tape Talk Program.

(3) Deletes definitions for Government and non-Government out-of-agency training.

i. 120. POLICY — Old paragraphs 58-59. No change.

j. 130. RAPCON OR RATCF TRAINING — Old paragraph 65. No change.

k. 200. IDENTIFICATION OF TRAINING REQUIREMENTS — Incorporates parts of old paragraphs 16 and 30 to clarify national responsibilities.

l. 220. NATIONAL SUPPORT — Adds new policies.

m. 221. REGIONAL SUPPORT — Old paragraph 25b, EC.

n. 222. FAA ACADEMY SUPPORT — Old paragraphs 40-42 with EC's.

o. 230. ADMINISTRATION — New. Requires full use of training resources.

p. 231. TRAINING COURSE POLICY — New. Refers to FAA Order 3000.6 for guidance.

q. 232. INSTRUCTIONAL PROGRAM GUIDE — New. Describes role of the IPG.

r. 233. TRAINING EVALUATION — Old paragraph 30. Rewritten, EC.

s. 300. GENERAL — Old paragraph 75. Rewritten to describe general supervisory responsibilities.

t. 301. AIR TRAFFIC MANAGER — Old paragraph 78. Rewritten. Adds new responsibilities.

u. 302. TRAINING ADMINISTRATOR — Old paragraph 77. Rewritten. Adds new responsibilities.

v. 303. FACILITY TRAINING STAFF — New. Establishes staff responsibilities.

w. 304. AREA MANAGER — Old paragraph 79. Adds new responsibilities.

x. 305. AREA SUPERVISOR — Old paragraph 78. Adds new responsibilities.

y. 306. OJT INSTRUCTOR — New. Describes teaching role of the OJT instructor.

z. 307. DEVELOPMENTAL SPECIALIST — New. Describes learning role of developmentals.

aa. 400. THE TRAINING REQUIREMENT — Old paragraph 100. Rewritten to incorporate provisions of FAA Notice 3120.72.

bb. 420. THE TRAINING REQUIREMENT — Old paragraph 115. Rewritten; rescinds 40 hours proficiency requirement, and replaces with locally developed proficiency training programs.

cc. 421. TRAINING DEVELOPMENT — Old paragraph 116. Rewritten to describe training development methods.

dd. 422. REFRESHER TRAINING — Old paragraph 117. Rewritten; rescinds 16 hours requirement, and conveys new required subject matter areas.

ee. 423. SUPPLEMENTAL TRAINING — Old paragraph 118. Rewritten for simplification.

ff. 424. REMEDIAL TRAINING — Old paragraph 119. Rewritten for simplification.

gg. 500. POLICY — Old paragraph 140. Rewritten to incorporate FAA Notice 3120.75.

501. APPLICATION — (See paragraph 500)

502. REQUIREMENTS — (See paragraph 500)

503. DIFFERENTIALS — (See paragraph 500)

hh. 600. GENERAL — Old paragraph 150. Rewritten. Provides instruction for entries in training records.

ii. 601. REQUIREMENTS — Old paragraph 151. Rewritten. Adds provisions for personnel who have not been certified for more than 1 year.

jj. 700. GENERAL — Old paragraph 125. No change.

kk. 720. OVER-THE-SHOULDER PERFORMANCE EVALUATION — Old paragraph 135. No change. Old paragraph 136, deleted.

ll. 800-1299. — New Chapters 8-12 added, reserved.

mm. 1300. POLICY — Old paragraph 160. Rewritten for clarity.

nn. 1301. RESPONSIBILITIES — Old paragraph 160a. Rewritten for clarity. Adds Academy instructions.

oo. 1320. TRAINING RECORDS AND REPORTS — Old paragraph 160b. Rewritten for clarity.

pp. 1321. RECORDING TRAINING — Old paragraph 162. Rewritten for clarity.

qq. 1322. DISPOSITION OF RECORDS AND REPORTS — New. Describes procedures for records and reports disposition.

rr. 1323. FORMS AVAILABILITY — Old paragraph 163. No change.

ss. Appendix 1. INSTRUCTIONS FOR COMPLETING FAA FORM 3120-1 — New. Reserved.

tt. Appendix 2. REFRESHER TRAINING — Reserved; being rewritten.

uu. Appendices 3 and 4. — Old Appendices 1 and 2. No change.

5. EFFECTIVE DATE

This order is effective June 1, 1986.

6. AUTHORITY

The Federal Aviation Act of 1958, as amended by the Department of Transportation Act of 1967, authorizes the Secretary of Transportation to provide necessary facilities and personnel for the protection and regulation of air traffic. The Secretary of Transportation is further authorized and directed to prescribe air traffic rules and regulations governing the flight of aircraft, for the navigation, protection, and identification of aircraft, for the protection of persons and property on the ground, and for the efficient utilization of the navigable airspace including rules as to safe altitudes of flight and rules for the prevention of collision between aircraft, between aircraft and land or water vehicles, and between aircraft and airborne objects. Also, the Secretary of Transportation is empowered to conduct a school or schools for the purpose of training employees in those subjects necessary for the proper performance of all authorized functions of the Federal Aviation Administration.

7. RESPONSIBILITY AND DELEGATION OF AUTHORITY

As directed by the Associate Administrator for Air Traffic (AAT-1), the Director of the Air Traffic Plans and Requirements Service (ATR-1) is responsible for Air Traffic training. By order of the Director, all persons involved in Air Traffic training shall comply with this order. The Manager, System Plans and Programs Division (ATR-100), is delegated authority in all matters related to the training programs and policies described in this order. Supplemental changes and requests for waivers to programs and policies transmitted by this order must receive prior approval, through written requests to ATR-100. If a conflict arises

between the contents of this order and other FAA issuances, managers shall request clarification from ATR-100 through their Air Traffic division. The FAA Academy should request any needed clarification from ATR-100.

8. WORD USAGE AND DEFINITIONS

a. Word Usage.

(1) *Shall* is used when an application of a procedure is mandatory.

(2) *Shall not* means prohibited.

(3) *Should* means recommended.

(4) *May* means permitted.

(5) *Will* is used only to indicate futurity and is never to be used to indicate a requirement.

b. Definitions

(1) *Air Traffic*. This term refers to the Headquarters Air Traffic organization.

(2) *Centralized Training*. Agency training conducted at a location other than the participant's regularly assigned facility; i.e., FAA Academy, Management Training School, etc.

(3) *Classroom Training*. Instructional presentations or programmed self-study units administered away from operating positions.

(4) *Computer-Based Instruction (CBI)*. An instructional delivery method using interactive computer technology. (See FAA Order 3020.1.)

(5) *Cooperative Education Training Program*. A work/study program which provides students with training and work experiences in conjunction with related study at a university or college which prepares them for entry into developmental training. (See Chapter 9.)

(6) *Correspondence Study*. A program conducted primarily by self-paced lesson plans. It is designed to complement other agency training programs; e.g., advanced training on new systems, refresher training, and supplementary instructions for on-the-job training programs. It is also used as an integral part of individual career progression plans. (FAA Order 3110.2.)

(7) *Currency*. Meeting the prescribed minimum time requirements which are prerequisite to maintaining proficiency. (See Chapter 5.)

(8) *Facility Training*. Training conducted at the employee's regularly assigned duty location.

(9) *Instructional Program Guide (IPG)*. A document which outlines required course content for certain National Air Traffic Training Programs. (See Chapter 2, Paragraph 232.)

(10) *Laboratory Training*. Training conducted by use of job simulation techniques; i.e., nonradar, DYSIM/ETG.

(11) *On-the-Job Training (OJT)*. Training conducted at a worksite by the supervisor or designee (certified OJT instructor) providing direct experience in the work environment in which the employee will be performing.

(12) *Operational Position Standards*. The uniform method of position operation which requires standardization of instruction, certification, performance, and evaluation.

(13) *Out-of-Agency Training (OAT)*. Training which is conducted, contracted for, or otherwise obtained from sources other than the FAA for agency or agency-controlled personnel. (See FAA Order 3000.6.)

(14) *Predevelopmental Training Program*. A training program which is designed to prepare predevelopmental specialists to enter developmental training. (See Chapter 9.)

(15) *Proficiency*. Knowing, understanding, and applying air traffic procedures in a safe, orderly, and expeditious manner.

(16) *Proficiency Training*. Proficiency training is a combination of refresher, supplemental, and remedial training conducted to maintain and update the knowledge and skills necessary to apply air traffic procedures in a safe, orderly, and expeditious manner.

(17) *Qualification Training*. Training conducted for the purpose of developing the knowledge and skills required to qualify specialists for certification on positions of operation within an air traffic facility. (See Chapter 8.)

(18) *Self-Study*. A training situation wherein the study/learning is accomplished by the individual.

(19) *Tape Talk Program*. Refresher training utilizing tape recorders/voice-activated equipment for recording controllers in live traffic situations to improve performance.

(20) *Training Administrator.* The individual authorized by FAA Orders 1100.123/126/146 or designated (in writing) by the facility Air Traffic manager who serves as the facility training man-

ager. This could be the assistant manager for training, training specialist, area supervisor, full performance level controller, or other specialist.

9-119. RESERVED

Section 2. TRAINING OF NON-FAA PERSONNEL

120. POLICY

Orientation or familiarization training may be provided at facilities to persons not employed by the agency, provided agency budgetary requirements are met. The scope of such training will be based upon the requirements of individuals or groups requesting this training, consistent with

the workload and security restrictions which may exist. Training of non-FAA personnel will be provided in accordance with agency agreements or memoranda of understanding. (See FAA Order 3000.6.)

121-129. RESERVED

Section 3. TRAINING AT FAA/DOD FACILITIES

130. RAPCON OR RATCF TRAINING

It is of national interest that military radar controllers have diversified radar training in order to become more fully qualified for further assignments. Military personnel assigned to jointly staffed RAPCON or RATCF facilities are to be provided training on the radar control positions under FAA supervision.

a. To participate in radar control training, military personnel must possess an appropriate certificate (AC Form 8060-1, FAA Form 7220-1, or AC Form 8080-2). Participants are expected to qualify

in the same manner as FAA personnel. To remain current and proficient, military personnel must meet FAA requirements.

b. Such training shall be documented in the Training and Proficiency Record, FAA Form 3120-1. All military participants who have successfully completed the training program shall receive appropriate FAA certificates and ratings and are qualified to be assigned to control positions under general supervision.

131-199. RESERVED

Chapter 2. ADMINISTRATION OF TRAINING REQUIREMENTS

Section 1. NATIONAL TRAINING REQUIREMENTS

200. IDENTIFICATION OF TRAINING REQUIREMENTS

a. The Office of Personnel and Technical Training, Air Traffic, regional offices, and field facilities with the support of the FAA Academy are responsible for a continuing review of air traffic control specialist job functions and training requirements. Noted changes in specialist job functions shall be forwarded to Air Traffic.

b. The identification of National Air Traffic Training requirements is the responsibility of the Office of Personnel and Technical Training, Air Traffic, regional offices, and field facilities with the support of the FAA Academy. It is recognized that national requirements represent a common need; therefore, it is important to provide a means to identify, document, and communicate such requirements for consideration nationally.

c. The following steps shall be followed in the establishment of requirements for new Air Traffic training programs, courses, materials, equipment, etc., or modification of any of these to meet identified training requirements:

(1) Air Traffic personnel shall give continuing consideration to the identification of new training requirements as described above. Any requirement

thus identified shall be transmitted in the form of a training proposal through established administrative channels to Air Traffic. The Training Handbook, FAA Order 3000.6, prescribes the appropriate format and requirements for development of training proposals.

(2) Regional Air Traffic divisions shall review the proposal and make appropriate recommendations.

(3) Air Traffic shall review training proposals in light of possible National Air Traffic Training application. If necessary, Air Traffic may request through the Office of Personnel and Technical Training that the FAA Academy Air Traffic Branch (AAC-930) provide staff assistance.

(4) Air Traffic in conjunction with the Office of Personnel and Technical Training shall take appropriate action to establish training programs designed to satisfy identified requirements.

d. Any changes to equipment and/or procedures shall require training of the personnel who will be using the equipment/procedures. Such training shall be completed prior to utilization of any change to equipment and/or procedures.

201-219. RESERVED

Section 2. TRAINING SUPPORT

220. NATIONAL SUPPORT

The Manager, System Plans and Programs Division (ATR-100), shall obtain support from the Office of Personnel and Technical Training for the pertinent features of training as required. These features specify parts of the planning, conduct, and administration of Air Traffic training and include the development, production, and distribution of training proficiency criteria and written examination materials.

a. The Office of Personnel and Technical Training provides support for Air Traffic training through:

- (1) FAA Headquarters,
- (2) FAA Management Training School,
- (3) FAA Executive School,
- (4) FAA Academy, or

(5) Any school or institution working under contract with the Office of Personnel and Technical Training.

b. If training support is not available through the sources listed above, ATR-100 may coordinate to obtain support through:

- (1) An Air Traffic facility,
- (2) Regional offices,
- (3) FAA Headquarters, or
- (4) Any school or institution working under contract with Air Traffic.

221. REGIONAL SUPPORT

Regions shall administer training programs to meet operational requirements and facilitate normal career progression of Air Traffic personnel consistent with the national training program. Air Traffic division managers are responsible for implementation and evaluation of the Air Traffic training program in their respective regions.

222. FAA ACADEMY SUPPORT

a. National Program. The FAA Academy Air Traffic Branch (AAC-930) supports the administration of National Air Traffic Training Programs by performing the following functions:

- (1) Developing course control documents.
- (2) Developing and conducting courses of instruction to meet operational needs identified by Air Traffic.
- (3) Providing professional advice and assistance to aid field facilities in planning, developing, and standardizing Air Traffic training programs

and courses as well as developing objectives and schedules related to Air Traffic training.

(4) Developing methods for evaluation of personnel performance and progress in Air Traffic training programs.

(5) Developing and updating standardized training procedures and materials for Air Traffic facility training programs.

(6) Recommending prerequisites for admission to Air Traffic training courses.

(7) Assisting in the evaluation of ongoing training programs as required.

b. Field Training Program Support. The Academy Air Traffic Branch (AAC-930) provides the following support, as jointly approved by Air Traffic and the Office of Personnel and Technical Training:

(1) Developmental Training.

(a) Developing and distributing IPG's and instructional materials (lesson plans, visual aids, handouts, etc.) for each option of the National Air Traffic Training Program.

(b) Developing and distributing written examinations.

(c) Developing and distributing training manuals to support National Air Traffic Training Programs. These may be in any of three forms, as follows, and may be distributed in either hardcopy or CBI format.

(i) Reference Manuals providing information designed to broaden concepts of a subject and make required information taught in formal training courses easier to understand.

(ii) Correspondence study manuals providing training or information which can be learned on a self-study basis.

(iii) Programmed learning manuals providing more detailed training than correspondence study on subject matter for which it is impractical to provide formal classroom instruction.

(2) Proficiency Training.

(a) Developing and distributing self-study materials which may be in any of three forms described in b(1)(c) above or in other forms, such as refresher units, designed to meet the specific objectives.

(b) Developing and distributing instructional materials in special training projects to satisfy immediate Air Traffic requirements.

(c) Administering special prototype programs in selected Air Traffic facilities.

(d) Developing and distributing the appraisal instruments used in the field-conducted phases of the National Air Traffic Training Program.

(3) Review Function. As requested, reviewing reports and records, onsite visits, reviewing the training accomplished at Air Traffic facilities, and providing Air Traffic with appropriate reports describing the adequacy and effectiveness in meeting Air Traffic training requirements. These reports should include recommendations to improve the training programs.

c. Control Tower Operator Certification. The Academy Air Traffic Branch (AAC-930) prepares the Control Tower Operator (CTO) examination under the direction of Air Traffic and administers the certification program in cooperation with the Aeronautical Center Airman Certification Branch. (FAA Order 7220.1.)

d. Tower Visibility Observation Certification. The Meteorological Coordinator and Training Consultant (AAC-909) administers the tower visibility

observation certification program for all FAA and FAA-contract tower employees and maintains accountability for each certificate issued.

e. Radar ATC Qualification Examination. This examination shall be administered in accordance with the appropriate IPG. Specialists who do not attend academy training shall be administered an academy-prepared examination during initial radar training.

f. En Route Flight Advisory Service (EFAS) Recertification Examination. The Air Traffic Branch (AAC-930) prepares and administers the EFAS recertification examination for flight service specialists in the field. (FAA Order 7110.51D.)

g. Radar Remote Weather Display System (RRWDS) Certification Examination. The Air Traffic Branch (AAC-930) prepares and distributes to regional Training Program Management Officers a RRWDS certification examination to be administered to flight service specialists in the field.

223-229. RESERVED

Section 3. TRAINING PROGRAM CONDUCT

230. ADMINISTRATION

Training programs shall be planned so that available training resources are fully utilized.

231. TRAINING COURSE POLICY

All training courses for national, regional, or facility use must be developed and administered in conformance with the guidance contained in FAA Order 3000.6, Training, as well as specific directives associated with the various training programs.

232. INSTRUCTIONAL PROGRAM GUIDES (IPG)

These guides, which govern the predevelopmental, the Cooperative Education, and the three qualification training programs, assure a standardized training program. The IPG for each program transmits National Air Traffic Training requirements. They are developed by the Office of Person-

nel and Technical Training and the FAA Academy. These documents establish an orderly course structure and provide guidance in administering the respective training programs at the Academy and in the field facilities. All personnel involved in the development or administration of Air Traffic training programs are required to maintain a comprehensive working knowledge of these documents. Additional IPG's may be developed for current or new training programs as required.

233. TRAINING EVALUATION

Air Traffic and the Office of Personnel and Technical Training are responsible for program guidance, operational effectiveness, and evaluation of Air Traffic training. Guidelines, procedures, and standards for evaluation are contained in FAA Orders 3000.6 and 7010.1

234-299. RESERVED

Chapter 3. TRAINING RESPONSIBILITIES

Section 1. FACILITIES

300. GENERAL

The development and administration of Air Traffic training at the facility level is the responsibility of facility personnel as outlined in this section. The training curricula shall conform to the IPG or appropriate national and regional directives and policy statements. All personnel involved in Air Traffic training shall maintain a comprehensive working knowledge of the procedures and guidelines outlined in this order, the appropriate IPG, and the applicable national, regional, and local training directives.

301. AIR TRAFFIC MANAGER

The Air Traffic manager shall ensure that:

- a. A training program is established and conducted in accordance with appropriate directives and IPG's.
- b. Training is organized, supervised, and administered. Such training shall be described in a facility training directive.
- c. Training is conducted only when a training requirement exists to meet planned agency needs.
- d. Where authorized, an assistant manager for training is selected and assigned.
- e. Where not authorized, an individual is designated (in writing) to serve as the focal point for training. However, the Air Traffic manager retains responsibility.
- f. Employees entering qualification training receive adequate facility orientation, are thoroughly briefed on training requirements prior to entering training, and are aware of their responsibilities as listed in paragraph 307 of this order.
- g. Required OJT progress reports are executed, reviewed, and acted upon in accordance with FAA policies described in this order, the appropriate IPG, and FAA Order 3330.30. This includes making determinations regarding continuation or termination of training for individuals.
- h. National Air Traffic Training Tracking Reports are submitted as required. (FAA Order 3120.22.)

i. Training and Proficiency Records (FAA Form 3120-1) are maintained in an accurate and timely manner. (See Appendix 1.)

j. Resource requirements necessary to conduct the facility training program are submitted to the regional Air Traffic division manager.

302. TRAINING ADMINISTRATOR

The training administrator shall:

- a. Develop and maintain a staff of training specialists.
 - (1) Retention of specialists for training positions shall be contingent upon successful completion of an instructor course approved by Air Traffic and the Office of Personnel and Technical Training. Personnel who have served as academy instructors are excluded from this requirement.
 - (2) When more than one specialist is assigned, not more than 50 percent of these specialists should be assigned on a permanent basis. Temporary assignments to training staff positions should be of a time period sufficient to permit personnel to adapt to the instructional situation, actively participate in the facility training program, and if warranted, gain career progression experience.
- b. Plan, direct, and manage all facility training programs.
- c. Manage, conduct, and evaluate classroom training.
- d. Arrange for the development of local course materials, visual aids, and control problems to supplement nationally distributed materials.
- e. Arrange for the evaluation of training progress of all facility personnel.
- f. Maintain training records in accordance with Chapter 13 and Appendix 1 of this order.
- g. Maintain close communication with supervisors and OJT instructors regarding qualification and full performance level controller training.

303. FACILITY TRAINING STAFF

The training staff shall:

- a. Organize and conduct classroom training.

b. Prepare and maintain training reference materials, tests, special briefings, and lesson plans as required to satisfy facility training requirements.

c. Provide qualification training materials for developmental specialists and Air Traffic Assistants upon entry into training.

d. Develop, validate, administer, and evaluate lab problems as appropriate.

e. Develop and conduct proficiency training as appropriate.

f. Evaluate training progress of specialists, and assist in the evaluation of OJT instructors.

304. AREA MANAGER

The area manager shall:

a. Maintain close communication with the training administrator and subordinate supervisors regarding developmental and full performance level controller training.

b. Review written training progress reports.

c. Ensure that area supervisors complete the actions listed in paragraph 305.

305. AREA SUPERVISOR

The area supervisors shall:

a. Direct the training effort of employees under their supervision. As a minimum, a monthly written OJT progress report shall be executed and discussed with all developmentals under their supervision as to their strengths and weaknesses. Included in this shall be specific training required to overcome identified weaknesses.

b. Assign and monitor on-the-job training activities.

c. Identify, recommend, coordinate, and schedule proficiency training.

d. Perform position certification, OJT instructor certification and evaluation, and ensure that specialists meet all requirements. This shall be accomplished through personal observation of the employee's performance by the first-level supervisor. This also includes making the certification signature entry in the employee's Training and Proficiency Record, FAA Form 3120-1, Section III.

e. Counsel subordinates concerning performance requirements on positions of operation, and certify their ability to operate those positions independently.

f. Ensure that the OJT instructor is given time to prepare the OJT training report and provide performance feedback to the student. To accomplish this, allow the OJT instructor and student at

least a 15 minute session together on the date the training occurs.

g. Determine satisfactory/unsatisfactory progress in OJT training, and take appropriate action.

h. Ensure that traffic situations during the sector/position qualification evaluation are representative of the workload condition normally encountered at the sector/position.

i. Ensure that all qualification training time logged on the position is included in the total number of hours recorded on the OJT progress report.

306. OJT INSTRUCTOR

The primary responsibility of the OJT instructor is to provide training in a manner that will prepare the specialist to successfully complete the training program. Emphasis should be placed on teaching the specialist everything required for position certification. Evaluations and determinations regarding continuation of training are the responsibility of management, not the OJT instructor. OJT instructors shall:

a. Provide position OJT in accordance with the course content described in the appropriate IPG and national, regional, and facility training directives.

b. Be familiar with the training developmentals receive prior to entering OJT.

c. Use the appropriate methods (lecture/discussions, demonstration/performance) in providing OJT.

d. Provide feedback on performance to the developmental which identifies strengths and prescribes specific remedies to improve performance.

e. On the date the training occurs, complete separate training forms for each position worked during OJT sessions in accordance with instructions contained in the appropriate IPG. This includes discussion of the forms with the developmental.

f. Perform no other duties while conducting OJT.

g. Provide OJT to only one developmental at a time.

h. Be certified as prescribed in paragraph 400 of this order.

i. Maintain close communication with the first-level supervisor regarding developmental progress/problem areas.

j. Ensure that documentation is properly completed.

307. DEVELOPMENTAL SPECIALIST

The developmental specialist must exhibit a sincere desire to learn and be receptive to constructive criticism. In addition, developmentals shall:

- a. Review training objective.
- b. Make efforts to complete training requirements as soon as possible.
- c. Engage in OJT on positions of operation only when under the direct supervision of a qualified instructor.
- d. Review, discuss, and sign OJT training reports when completed. (The developmental's signa-

ture does not necessarily imply agreement with the report.)

- e. Take full advantage of every opportunity for OJT and self-study periods.
- f. Engage in OJT only when formally assigned to that phase of training.
- g. Advise their instructor/supervisor immediately of any extenuating circumstance(s) which might impact training progress.

308-399. RESERVED

Chapter 4. FACILITY TRAINING — GENERAL

Section 1. QUALIFICATION TRAINING

400. THE TRAINING REQUIREMENT

a. Air Traffic Control Specialists.

(1) Each air traffic control specialist shall complete the qualification training assigned and be certified to perform associated operational duties within the time specifications as outlined in the IPG. Hours specified in the IPG may be reduced by the Air Traffic manager by the facility training directive.

(2) Instruction shall be provided consistent with the types of air traffic services provided by the facility.

(3) To the extent possible, traffic situations encountered should become progressively more complex.

(4) Development training/qualification requirements for promotion are the duties and responsibilities contained in the position descriptions for the next higher grade. (See Appendices 3 and 4.)

(5) During the training process, individuals will have been exposed, through actual or simulated conditions, to situations which could be encountered after attaining full performance level status including heavy traffic conditions. It is not, however, a requirement that such situations be encountered during the position qualification evaluation.

(6) Failure of a specialist to pass all training requirements for position certification may be the

basis for separation from the ATCS occupation. (FAA Order 3330.30.)

b. On-the-Job Training Instructors shall:

(1) Be certified and current on position/sector on which training is being conducted.

(2) Have accumulated at least 30 working hours following certification on the position/sector on which OJT is to be given.

(3) Have completed OJT Techniques for ATCS (Course 05561). However, previously approved OJT courses may satisfy this requirement if completed within 1 year prior to or after the effective date of this order.

(4) Be certified by a supervisor to perform OJT based on observation of the specialist's performance on the position of operation. Initial certification for each position shall be noted in Section IIB of the employee's Training and Proficiency Record (FAA Form 3120-1).

(5) Be evaluated by the first-level supervisor or training staff member within 30 days of assignment and every 6 months thereafter in performance of OJT instructor duties. Standards for this evaluation are listed under paragraph 306, OJT Instructor. The evaluation shall be documented in Section VI of the employee's Training and Proficiency Record (FAA Form 3120-1).

401-419. RESERVED

Section 2. PROFICIENCY TRAINING

420. THE TRAINING REQUIREMENT

Proficiency training is required for operational personnel to maintain and upgrade the knowledge and skills necessary to apply air traffic procedures in a safe, orderly, and expeditious manner. Each facility shall establish in writing an annual proficiency training program for all developmentals qualified on one or more positions, qualified ATA's, full performance level controllers, and first-level supervisors. In addition, proficiency training shall include all mandatory briefing items distributed by headquarters/regional offices/facilities. The purpose of this requirement is to ensure that appropriate proficiency training is available to those who need to improve knowledge/skill levels. The written program shall be available for review by Air Traffic and other appropriate FAA personnel.

Note.—It is emphasized that proficiency training needs will differ from facility to facility and therefore, should be tailored to meet identified requirements.

421. TRAINING DEVELOPMENT

The development of proficiency training shall be based on, but not limited to, the following types of performance measurements:

- a. Over-the-shoulder evaluations.
- b. Written/CBI tests.
- c. Annual performance rating.
- d. Tape monitor evaluations.
- e. Observed performance.

422. REFRESHER TRAINING

Each facility shall develop and administer an annual refresher training program. Supervisors shall stress that the training described in this paragraph is for proficiency improvement, not performance evaluation.

a. This program shall include, but is not limited to, training on the following topics:

- (1) Unusual situations, such as weather affecting flight, aircraft equipment failure, hijacking, and other types of emergencies.
- (2) Seldom used procedures, such as transitioning to and applying nonradar separation, and procedures for special flight handling.
- (3) Traffic and safety advisories.
- (4) Areas identified as needing reinforcement.

b. Those facilities with simulation training capability; i.e., ETG, DYSIM, shall include at least 2 hours simulator training on the topics identified in paragraph 422a.

c. First-level supervisors may use tape recorders/voice-activated equipment to:

(1) Review tapes and select samples for the tape talk program.

(2) Conduct the tape talk program for all personnel who are certified on positions of operation.

d. Specialists and their first-level supervisors shall receive training quarterly in lost aircraft orientation.

e. Terminal personnel required to maintain radar proficiency shall receive training every 6 months on techniques of transitioning to and applying nonradar procedures. This training should be based on facility contingency plans dealing with loss of radar.

f. All certified tower visibility observers shall receive, at least annually, refresher training in tower visibility procedures. Record in FAA Form 3120-1.

g. En route personnel required to maintain radar proficiency shall receive the following refresher training every 6 months.

(1) Satisfactory demonstration of the steps in transitioning from RDP/EARTS to the primary backup system and vice versa.

(2) Review control procedures associated with operation in the primary backup mode; i.e., letters of agreement, handoffs, beacon code assignment, facility directives, and transition checklists.

423. SUPPLEMENTAL TRAINING

Supplemental training is conducted when changes occur pertaining to new/revised procedures, regulations, or equipment. Operational personnel shall complete training prior to the utilization of such equipment.

424. REMEDIAL TRAINING

Remedial training is conducted to correct specific operational deficiencies. Emphasis shall be on the positive aspects of the training. When an employee is to be given remedial training, notification shall be in writing regarding subject areas to be covered and the reasons therefore. Remedial training shall be confined to those subject areas.

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3128.48

Methods and contents will be tailored to individual requirements and may vary from laboratory problems to personalized instruction. Supervisors

shall determine the method that will be most effective.

425-490. RECEIVED

Chapter 5. FAMILIARIZATION/CURRENCY REQUIREMENT

Section 1. TERMINAL/EN ROUTE/FLIGHT SERVICE STATION

500. POLICY

It shall be the responsibility of the employees identified in paragraph 501 to adhere to the requirements of this section. It is emphasized that currency does not necessarily imply proficiency. Proficiency is determined through the various performance evaluation methods.

501. APPLICATION

a. Facility managers, assistant managers, area managers, and staff specialists, who as a condition of employment are not required to maintain currency, shall maintain familiarity with operating positions to perform their required duties in an efficient manner.

b. First-level supervisors (including facility managers who also serve as first-level supervisors), traffic management coordinators, ATCS's, developmental specialists, and air traffic assistants are required to maintain currency in order to perform their duties.

502. REQUIREMENTS

a. Familiarization. As a minimum, nonoperational personnel (see paragraph 501a) shall observe

control room operations within their facility for 2 hours each week.

b. Currency. To maintain currency, personnel shall rotate through all positions on which they are certified each calendar month. Additionally, they shall meet the following minimum time requirements on control positions or operational positions, as appropriate, each calendar month:

(1) Radar cab: 8 hours cab and 8 hours radar. If certified in only one area of operation (cab or radar), a total of 16 hours.

(2) All other facilities: 16 hours.

(3) ASR approach (where published): three each calendar quarter, one of which must be no gyro. Radar simulation may be used to satisfy these requirements.

503. DIFFERENTIAL

To qualify for currency differential as outlined in the Air Traffic Control Re-certification Act, personnel shall be certified and maintain currency on at least two positions excluding clearance delivery and flight data positions.

504-599. RESERVED

Chapter 6. RECERTIFICATION

Section 1. TERMINAL/EN ROUTE/FLIGHT SERVICE STATION

600. GENERAL

Personnel who fail to meet the currency requirements prescribed in Chapter 5, Section 1, and those restricted from working an operational position shall be recertified prior to the resumption of operational duties. (FAA Order 7210.3.) Removal from an operational position, any subsequent training, and recertification shall be recorded in the employee's Training and Proficiency Record (FAA Form 3120-1) as described in Appendix 1. Recertification is required under two circumstances.

a. Nonoperational: This circumstance involves loss of currency as a result of a nonoperational absence; i.e., detail, temporary duty assignment, collateral duty, etc. Any training conducted shall be entered in Section III of FAA Form 3120-1.

b. Operational: This circumstance results from unsatisfactory performance observed by the supervisor during routine daily observations or as a part of the over-the-shoulder process or when it is determined that a controller is found to have contributed to an operational deviation/error. Concise data relating to the performance review or the deviation/error and subsequent recertification shall be entered in Section VI of FAA Form 3120-1. Any associated training administered prior to recertification shall be entered in Section V as remedial training. (See FAA Order 7210.3, paragraph 548.)

601. REQUIREMENTS

Prior to recertification, personnel shall be administered all required proficiency training in accordance with Chapter 4, Section 2 of this order. The percentages described below are of the facility's authorized training hours or the maximum number of training hours described in the IPG whichever is less. If removal from an operational

position is a result of performance review, remedial training is required.

a. First-level supervisors shall ensure that all prerequisites have been met prior to performing the recertification.

b. Recertification may be accomplished by individual position or a single action covering multiple positions at the discretion of the Air Traffic manager.

c. Personnel who have not worked an operational position for 120 days or less may at the discretion of the Air Traffic manager or the assistant manager for training be recertified and returned to operational duties without additional training; they may receive classroom/laboratory/OJT not to exceed 25 percent of the qualification training hours prescribed prior to recertification evaluation.

d. Personnel who have not worked an operational position for more than 120 days but less than 1 year shall receive classroom/laboratory/OJT not to exceed 50 percent of the qualification training hours prescribed prior to the recertification evaluation.

e. Personnel who have not worked in an operational position for 1 year or more shall receive classroom/laboratory/OJT not to exceed 100 percent of the qualification training hours prescribed prior to recertification evaluation.

f. To be recertified a person must demonstrate, under direct supervision, the ability to satisfactorily perform relevant operational duties during normal workload conditions.

g. If recertification is not achieved, the Air Traffic manager shall initiate action in accordance with FAA Order 3330.30 or other appropriate agency directives.

602-699. RESERVED

Chapter 7. APPRAISAL PROGRAM

Section 1. TECHNICAL APPRAISAL PROGRAM (TAP) — EN ROUTE/TERMINAL

700. GENERAL

The TAP is an appraisal instrument to determine the proficiency of those who are current on one or more positions of operation. Each en route

and terminal facility shall comply with TAP administration as described in FAA Order 3230.4.

701-719. RESERVED

Section 2. TECHNICAL PERFORMANCE APPRAISAL PROGRAM (TPAP) — FSS

720. OVER-THE-SHOULDER PERFORMANCE EVALUATION

The over-the-shoulder performance evaluation is a means of determining if the specialist/first-level supervisor (excluding facility managers) is capable of performing the required job functions as outlined in the National FSS Training Program.

a. The over-the-shoulder performance evaluation shall be administered at least every 6 months.

b. The performance evaluation shall be administered at an operational position under moderate or greater traffic conditions. The period covered by

the evaluation shall be of such duration as to provide a reliable sample of performance. Only his/her immediate supervisor shall determine whether a specialist/first-level supervisor successfully completes the semiannual over-the-shoulder proficiency check.

c. The performance evaluation process is outlined in the IPG.

d. Evaluation items having local application may be developed by the facility.

721-799. RESERVED

Chapter 8. NATIONAL DEVELOPMENTAL AIR TRAFFIC TRAINING PROGRAMS

Section 1. EN ROUTE (FAA Order 3120.18)

800-819. RESERVED

Section 2. TERMINAL (FAA Order 3120.18)

820-829. RESERVED

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Section 3. FLIGHT SERVICE STATION (FAA Order 3120.15)

830-899. RESERVED

Chapter 9. SPECIAL EMPHASIS PROGRAMS

Section 1. PREDEVELOPMENTAL PROGRAM (FAA Order 3120.17)

900-919. RESERVED

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Section 2. COOPERATIVE EDUCATION PROGRAM (FAA Order 3120.13)

920-999. RESERVED

Chapter 10. SUPERVISORY/STAFF TRAINING

(FAA Order 3110.14, FAA Course Catalog)

1000-1099. RESERVED

Chapter 11. SELF-DEVELOPMENT TRAINING

(FAA Orders 3110.2 and 3110.15, FAA Course Catalog)

1100-1199. RESERVED

Chapter 12. COMPUTER-BASED INSTRUCTION

(FAA Order 3020.1)

1200-1299. RESERVED

Chapter 13. TRAINING AND PROFICIENCY RECORDS AND REPORTS

Section 1. FAA FORM 3120-1, TRAINING AND PROFICIENCY RECORD

1300. POLICY

a. Recording Training. A Training and Proficiency Record, FAA Form 3120-1, shall be prepared for each air traffic control specialist and will be maintained as a permanent part of the employee's training file. It shall be used to record the results and the completion of training requirements for each qualification course, proficiency training, and other agency-approved courses. Employment data as well as air traffic certificates and ratings shall also be documented in the record. The guidance contained in Appendix 1 of this order shall be followed in making entries on FAA Form 3120-1. The Training and Proficiency Record is governed by the provisions of the Privacy Act of 1977.

b. Reportable Training. For reporting purposes, the terms "student/trainee/developmental" apply

to anyone receiving training at the specialist, instructor, or supervisory level.

1301. RESPONSIBILITIES

a. The facility manager or designated representative shall be responsible for initiating and maintaining the Training and Proficiency Record.

b. Upon completion of centralized training course, the organization providing the course shall provide a detailed record of each specialist's performance and achievement to the facility for inclusion in the Training and Proficiency Record.

Note.—At the FAA Academy, the Air Traffic Branch (AAC-930) shall operate as a field facility for the purposes of this directive in relationship to the Training and Proficiency Record management and administration.

1302-1319. RESERVED

Section 2. TRAINING REPORTS

1320. TRAINING RECORDS AND REPORTS

A training report shall be completed on the appropriate FAA training form each time a specialist engages in on-the-job or laboratory training. Reports reflecting certifications shall contain the original signature of the certifying official. Specific instructions regarding completion of training reports are contained in the IPG.

1321. RECORDING TRAINING

a. Entries on training reports shall be sufficiently detailed to support appropriate administrative actions; i.e., promotions, awards, dismissals, reassignments, litigations, etc.

b. All training shall be entered in FAA Form 3120-1 as soon as possible, but in no case later than 30 days following the month in which training is completed. Certification signature shall be that of the certifying official. A signature stamp may be used by the certifying official.

c. In completing FAA Form 3120-1 enter only the required specific data. All information must be verified by the specialist initialing in the space provided or signing the approved appendix on monthly proficiency training indicating that he/she received the training indicated on the form.

Note.—A Xerox or other reproduction of FAA Form 3120-1.5, Proficiency Training, may be used in lieu of individual entries in each employee's FAA Form 3120-1. When this is used, the employee's signature shall be original and not a reproduction. The following statement shall be on the form where the employee's signature is to be placed. "I certify that I have received the above proficiency training for

_____,
(month)

_____,
(year)

(Specialist's Signature)

(Supervisor's Signature)

d. At those terminal facilities without published surveillance approach procedures, enter the notation "Surveillance approaches not conducted in this facility" following the radar phase entry in Section III of each individual training record.

1322. DISPOSITION OF RECORDS AND REPORTS

a. Training reports may be disposed of upon completion of each qualification course. Exception: Reports reflecting position certification and all

graded examinations required by the IPG shall be retained for 1 year after the employee is facility rated.

b. In the event of a termination of employment due to a training failure, retain all training records at the facility for a period of 1 year. After 1 year, if appropriate, handle in accordance with FAA Order 1350.15. (Procedures for record disposition may vary from region to region. Therefore, reference should be made to regional supplements regarding this process.)

c. Upon termination of employment, except for training failures, FAA Form 3120-1 shall be forwarded to the regional Human Resources Management division.

d. The regional Air Traffic division may require retention of records beyond the periods specified above due to special circumstances; i.e., litigation, appeals, etc. In these cases, facilities shall comply with Air Traffic division guidance.

1323. FORM AVAILABILITY

Extra pages have been added to the revised form which should cover a specialist's entire training history with the FAA. If additional copies of the record or pages are needed, they may be ordered from the FAA Depot at the Aeronautical Center.

a. FAA Form 3120-1, Training Proficiency Record (NSN: 0052-00-077-8002; unit of issue: book).

b. Replacement Pages:

(1) FAA Form 3120-1.3, Qualification Training (continuation sheet) (NSN: 0052-00-863-7000; unit of issue: sheet).

(2) FAA Form 3120-1.5, Proficiency Training (continuation sheet) (NSN: 0052-00-863-8000; unit of issue: sheet).

(3) FAA Form 3120-1.6, Technical Appraisal (continuation sheet) (NSN: 0052-00-863-9000; unit of issue: sheet).

(4) FAA Form 3120-1.7, Management and other Training (continuation sheet) (NSN: 0052-00-864-0000; unit of issue: sheet).

(5) FAA Form 3120-1.8, Liaison Familiarization Travel (continuation sheet) (NSN: 052-00-864-1000; unit of issue: sheet).

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APPENDIX 1
INSTRUCTIONS FOR COMPLETING FAA FORM 3120-1, TRAINING AND
PROFICIENCY RECORD

RESERVED

APPENDIX 2

EN ROUTE REFRESHER TRAINING

This appendix is currently under review and will be published as part of this order when approved.

APPENDIX 3

EN ROUTE TRAINING/QUALIFICATION REQUIREMENTS

To be promoted to the grades listed under each facility level, the developmental controller shall satisfy the requirement shown to the left of each

grade and all other legal and regulatory requirements.

| | Facility Level | | |
|---|----------------|----------|-----------|
| | Level I | Level II | Level III |
| Predevelopmental Program or Entry Grade Requirements | 7 | 7 | 7 |
| Perform Assistant Controller Duties | 9 | 9 | 9 |
| Perform Radar Associated/Nonradar Controller Duties on 2 Sectors ¹ | 11 | 11 | 11 |
| Perform Radar Controller Duties on 2 Sectors | — | 12 | 12 |
| Perform Radar Controller Duties on 4 Sectors | — | — | 13 |
| Perform Radar Controller Duties on all Sectors | 12 | 13 | 14 |

¹ Qualification on remaining sectors may be completed after promotion, but before starting Phase XI.

APPENDIX 4

FLIGHT SERVICE STATION TRAINING/QUALIFICATION REQUIREMENTS

To be promoted to the grades listed under each facility level, the developmental controller shall satisfy the requirement shown to the left of each

grade and all other legal and regulatory requirements.

| | Facility Level | | |
|---|----------------|----------|-----------|
| | Level I | Level II | Level III |
| Predevelopmental Program or Entry Grade Requirements | 7 | 7 | 7 |
| Weather Observer*, Teletype*, Broadcast, Flight Data, Preflight | — | 9 | 9 |
| Weather Observer*, Teletype*, Broadcast, Flight Data, Inflight | 9 | — | — |
| Inflight | — | 10 | 11 |

* Where applicable.

END

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